

Version 15.05.2007



Djibouti

Ports & Free Zones Authority

ONE STOP SHOP

ADMINISTRATIVES PROCEDURES

FOR FREE ZONE COMPANIES

TIME TABLE

<i>I) TIME TABLE.....</i>	<i>Pg. 2</i>
<i>II) PROCEDURES FOR VISA APPLICATION.....</i>	<i>Pg. 3</i>
<i>III) PROCEDURES FOR DRIVING LICENCE.....</i>	<i>Pg. 5</i>
<i>IV) PROCEDURES FOR FOREIGNER IDENTITY CARD.....</i>	<i>Pg. 7</i>
<i>V) PROCEDURES FOR TAX EXEMPTIONS.....</i>	<i>Pg. 8</i>
<i>VI) PROCEDURES FOR FOREIGNER'S AUTHORIZATION EMPLOYMENT CARD.....</i>	<i>Pg. 9</i>
<i>VII) PROCEDURES FOR WORK PERMIT.....</i>	<i>Pg. 10</i>
<i>VIII) PROCEDURES FOR VEHICULE REGISTRATION.....</i>	<i>Pg. 11</i>
<i>IX) PROCEDURES FOR REGISTRATION OF NATIONAL EMPLOYEES AT THE OPS.....</i>	<i>Pg. 12-13</i>
<i>X) PROCEDURES FOR REGISTRATION OF COMPANIES AT THE OPS.....</i>	<i>Pg. 14</i>
<i>XI) PROCEDURES FOR DESTRUCTION OF MERCHANDISE.....</i>	<i>Pg. 15</i>
<i>XII) PROCEDURES FOR ACCESS CARDS.....</i>	<i>Pg. 16</i>
<i>XIII) PROCEDURES FOR SIM CARDS.....</i>	<i>Pg. 17</i>
<i>XIV) PROCEDURES FOR CANCELLATION OF APPLICATIONS IN GENERAL.....</i>	<i>Pg. 18</i>

PROCEDURES FOR DFZ COMPANIES

PLEASE NOTE: ALL FEES COULD BE PAID IN DJIBOUTI FRANCS OR AMERICAN DOLLARS. THE RATE FOR EXCHANGE IS: 1 USD = 180 DJF

PROCEDURE NO. I

- PROCEDURES FOR VISA APPLICATION:

a) For “ENTRY VISA”:

For Companies operating in the Free Zones, requesting an Entry Visa for their employees coming from overseas. The company should provide the following documents to the DPFZA:

- *A written request for entry visa from the company*
- *A photocopy of the passport*
- *Name and No. of the flight, arrival date and country of Provenance*
- *Qualification (specification of title)*
- *When client arrive in Djibouti on the agreed day, please notify the Authority in order to pick up the passport to avoid paying supplementary fees*

b) For “VISIT, EXIT AND CANCELLATION VISA”:

For Companies operating in the Free Zones, requesting an Extension, Renewal, Modification, Cancellation and Exit of a visa already granted for their employees working in the free zones. The company should provide the following documents to the DPFZA:

- *A written request for visa with the following informations:*
 - Name and Surname*
 - Nationality*
 - Passport No. and validity (issue and expiry date)*
 - Date and reference of the request.*
- *A photocopy of the passport*
- *One passport picture*
- *To fill the application titled: “Ministère de l’Intérieur, Force Nationale De Police, Service de Visa”.(very important to fill the box that says mother’s name).*

c) **Waiting period for pick up of passport:**

1. **Normal Request:** The normal waiting period to pick up a passport or document with visa is **5 working days** from the day you deposit your request at the Ports and Free Zones Authority.

2. **Urgent Request:** The waiting period for urgent visa is:

- **24 hours working day. (Extra charges will be applied: 100USD + actual charge).**
- **48 hours working day. (Extra charges will be applied: 50USD + actual charge).**

d) **Service charges for visas:**

Period	Tariff for visa Application	Type of visa
10 days	40 USD	TRANSIT
1 Month	75 USD	ENTRY
3 Months	75 USD	SHORT VISIT
6 Months	100 USD	LONG VISIT
1 Year	150 USD	LONG VISIT

Exceptional visa:

a) **Exit visa: 10 days visa**

P.S: this type of visa is granted for clients whose visa expired. In that case they need to apply for exit visa and regularize their stay prior to the expiry date.

-Fee for the exit visa: **40 USD**

b) **Cancellation of visa:**

P.S: this type of visa is granted for employees whose contract did end or were laid off and have to leave the country. Even though their contract ended, it doesn't necessarily means that their visa ended, in that regards we need to cancel it and apply exit visa of ten days. They'll have to leave the country in those ten days otherwise there'll be other measures taken.

-Fee for the cancellation visa **75 USD**

c) Transit visa:

P.S: The Authority do provide a transit visa of 10 days non renewable. The customer will have to exit the country before the end of the ten days otherwise there'll be penalties and he/she will have to request for an exit visas. This type of visas is usually requested for transit clients or consultants who will be staying in the country for no longer that a week or ten days.

The fees: 40USD for 10 days

**NB -All Fees will have to be paid upfront at the time of the deposit of the request.
-Incomplete files or requests will not be accepted.**

PROCEDURE NO. II:

- PROCEDURES FOR DRIVING LICENCE (conversion):

- *Client need to present a written request for the driver licence and has to mention in the request the joint documents.*
 - *A medical certificate done at Pelletier Hospital (fee is 4000DJF payable at the Hospital). This is the client's responsibility.*
 - *Original of the clients driver licence(country of provenance Driver licence)*
 - *4 passports pictures*
- *A copy of the visa granted. At the time of the request, the client will have to reside in the country for a minimum of 6 months.*
- *Time of wait is approximately 2 weeks from the day you submit your complete request plus all the additional documents.*

- PROCEDURES FOR DRIVING LICENCE (new):

- *Client need to register at a driving school in Djibouti*
- *To submit to the Djibouti Ports and Free Zones Authority the complete file from the driving school once succeeded the Driving test which is handed by the driving school*
- *A copy of the visa granted. At the time of the request, the client will have to reside in the country for a minimum of 6 months*
- *The client will be called for another test for road codes as well as a driving test at the municipality who will accompanied by an agent of the DPFZA.*

NB: Any foreigner person holding a valid driving license from the countries that have signed the 1949 Geneva Convention on Road Traffic or obtained an international driving license can drive in Djibouti for 3 months after that they need to apply for the Djiboutian driving licence.

-Charges for driver licence:

Provision of driving licence (CONVERSION): 120USD (+ actual charges)

Provision of new driving licence : 120USD (+ actual charges)

-Actual charge: -Taxes for the amount of 7000 DJF

- Residence certificate for the amount of 500 DJF

-Stamp fee for the amount of 500 DJF

-The driver licences for heavy trucks are renewable and the request is submitted at the Djibouti Ports and Free Zones Authority.

THE WAITING PERIOD TO RECEIVE THESE CARDS WILL BE AROUND ONE WEEK FROM THE DAY OF THE RECEPTION OF THE REQUEST (*IF ALL DOCUMENTS ARE PROVIDED*)

**NB -All Fees will have to be paid upfront at the time of the deposit of the request.
-Incomplete files or requests will not be accepted.**

PROCEDURE NO. III:

- PROCEDURES FOR FOREIGNER IDENTITY CARD:

- *A written request to the DPFZA. In this request the manager or representative of the company has to specify that he/she's a guarantor of this client and specify his title. In the request, also mention the country of provenance.*
- *2 pictures*
- *A valid visa for a minimum of 6 months*
- *Complete the official application intitled "FICHE INDIVIDUELLE ET FAMILIALE D'ETRANGER". A copy of this application is available at the DPFZA.*

-Charges for foreigner identity card:

For American and European Citizens: **600USD**
For Asian Countries Citizens: **450USD**
For African Countries Citizens: **300USD**

-For the renewal of these cards:

- *A written request from the company*
- *2 pictures*
- *The original copy of the foreigner identity card*

For American and European Citizens: **600USD**
For Asian Countries Citizens: **450USD**
For African Countries Citizens: **300USD**

THE WAITING PERIOD TO RECEIVE THESE CARDS WILL BE AROUND ONE WEEK FROM THE DAY OF THE RECEPTION OF THE REQUEST (IF ALL DOCUMENTS ARE PROVIDED)

NB -All Fees will have to be paid upfront at the time of the deposit of the request.
-Incomplete files or requests will not be accepted.

PROCEDURE NO. IV:

- PROCEDURES FOR TAX EXEMPTIONS:

- *A written request explaining in details the merchandise to be exempted and to precisely state for what purpose or project*
- *To clearly state in the request what kind of exemption it is*
- *The request must be dated, signed and referenced*
- *The original of the declaration should be attached to the request*
- *The declaration need to be stamped with 500DJF otherwise it will be rejected*

-Charges for each exemption request: 20USD OR 3600DJF

THE WAITING PERIOD TO RECEIVE THE EXEMPTIONS IS USUALLY IN THE SAME DAY OR THE FOLLOWING DAY DEPENDING ON THE TIME OF DEPOSIT OF THE REQUEST (IF ALL DOCUMENTS ARE PROVIDED)

NB -All Fees will have to be paid upfront at the time of the deposit of the request.
-Incomplete files or requests will not be accepted.

PROCEDURE NO. V:

- FOREIGNER'S AUTHORIZATION EMPLOYMENT CARD:

- *To fill the form “ DPFZA WORK PERMIT FORM”*
- *1 picture*
- *One copy of the contract (fully completed, signed (client and employer's signatures) and dated) or an employment attestation from the employer signed and dated it.*
- *A copy of the passport (showing the entry visa + residence visa if any)*
- *A valid visa of 6 months*

- for the renewal of the Foreigner's Authorization Employment Card:

- *To fill the form “ DPFZA WORK PERMIT FORM“*
- *Original copy of the card*
- *1 picture*
- *A copy of the passport (showing the entry visa + residence visa if any)*

-The fee for this authorization employment card is 75 USD for first time request and renewal

-The time limit to receive this authorization will be 7 working days.

NB *-All Fees will have to be paid upfront at the time of the deposit of the request.
-Incomplete files or requests will not be accepted.*

PROCEDURE NO. VI:

- PROCEDURES FOR VEHICULE REGISTRATION;

- *A written request from the company for the vehicle registration*
- *The vehicle's complete file (original copy) handed by the transit company*
 - *The file has to have the following documents:*
 1. *“Attestation d’Immatriculation” delivered by the customs office*
 2. *if vehicles are subject to taxes, attach the bill or receipt*
 - a) *Attestation for the vehicle registration (form)*
 3. *To mention in the file: the kind of car, type or model, the chassis No., the vehicle's engine No., power of the engine(how many horse power), country of provenance of the car, to mention if the car is brand new or used. For used cars attach the old vehicle registration.*
 4. *to fill the declaration form for the circulation of the car (to be filled by the company), “Declaration de mise en Circulation” .*

This procedure will take 10 working days if all documents are provided.

-Fees for vehicle registration:

- 200 USD + ACTUAL CHARGE

ACTUAL CHARGE PER VEHICLE:

- **Actual charge fix : 5000 DJF**
- Interpol Certificate
- Technical visit for the car
- Stamp
- **Actual charge variable: 4500 DJF(per horsepower)**
- This amount is for each horsepower up to a maximum of 20 horsepower, after that the amount will be 90,000DJF.
- **Actual charge for the licence plate number:**
- 3500 DJF per plate
- 6000 DJF for 2 plates

NB -All Fees will have to be paid upfront at the time of the deposit of the request.
-Incomplete files or requests will not be accepted.

PROCEDURE NO.VII:

- PROCEDURES FOR REGISTRATION OF NATIONAL EMPLOYEES AT THE OPS:

- *For new employees*
- *A written request from the company to register the employees with the OPS*
- *The employer should fill the forms entitled “Demande d’Immatriculation d’un Salarié and Certificat d’Emploi” as well as the Form of Certificat d’Emploi”.*
- *To mention in the request, the names of the employees, their title, their start date and their salary.*
- *A copy of the employment contract*
- *To fully complete the form, sign, date and stamp them*
- *Submit the documents requested in the forms:*
 - *4 pictures black & white because colours won’t be accepted.*
 - *A photocopy of the National Identity Card (Carte d’identite Nationale) front and back*
- *Finger prints will be required on the forms at the end of the procedure which will be done at the OPS office.*

The Fee for this service is 45USD per employee

- ➔ *To replace a lost card:*
 - *A written request from the company to replace the card*
 - *To fill two of the forms entitled ”Certificat d’Emploi”*
 - *To mention in the request, the names, titles and start date of the employees*
 - *To fully complete, sign and date the forms*
 - *A copy of the contract*
 - *Submit the documents requested in the forms:*
 - *2 pictures black & white because colours won’t be accepted.*
 - *A photocopy of the National Identity Card (Carte d’identite Nationale) front and back*

-The Fee for this service is 45USD per employee.

Once the request deposited at the Authority’s secretariat, a letter addressed to the OPS will be issued, once that letter is ready we will call you to pick up the letter and drop the whole file at the OPS’s office for processing and to do the fingerprints there. Once fingerprints are done, you’ll receive a temporary card until your original card is delivered. You’ll have to fax, send or drop a copy of the temporary card at the Authority’s office. Once the original card is issued from the OPS’s office we’ll call you to pick up your OPS card from here.

The office of the OPS is closed on Mondays and Thursdays

-Employers are responsible of paying the contributions of each employee on time meaning the 10th of each month, otherwise there'll be penalties that will have to be paid directly to the OPS Office by each company.

-The time limit to receive this authorization will be 7 working days.

-Incomplete files or requests will not be accepted.

PROCEDURE NO.VIII:

PROCEDURES FOR REGISTRATION OF COMPANIES AT THE OPS:

- *A written request from the company to register itself with the OPS*
- *The employer should fill, stamp and sign the forms entitled “Demande d’Immatriculation d’un Employeur Professionnel” and also “Attestation Employeur”.*
- *To mention in the request, the name of the representative, his title and the start date.*
- *To submit a copy of the statutes of the company*
- *To submit the original copy of the licence or certificat of formation of the company*
- *To fully complete the form, sign, date and stamp them*
- *Submit the documents requested in the forms:*
 - *4 pictures black & white because colors won’t be accepted.*
 - *A photocopy of the National Identity Card (Carte d’identite Nationale).*

-The Fee for this service is 50USD

-Employers are responsible of paying the cotisations of Ech employee on time meaning the 10th of each month, otherwise ther’ll be penalties that will have to be paid directly to the OPS Office.

-The time limit to receive this authorization will be 7 working days.

NB -All Fees will have to be paid upfront at the time of the deposit of the request.
-Incomplete files or requests will not be accepted.

PROCEDURE NO.IX:

- PROCEDURES FOR DESTRUCTION OF MERCHANDISE:

- *A written request from the company for the destruction of merchandise*
- *Full document of the merchandise to be destroyed*
 - *Copy of bill of lading*
 - *Copy of delivery order*
 - *Packing list of disposal cargo*
 - *Certificate of origin*

After receiving this request with the required document, we'll schedule an appointment for the inspection of these merchandises by the hygiene specialist.

After wards, we'll confirm the date and time for the destruction.

Charges:

1000 USD + ACTUAL CHARGES

Once these merchandises are destroyed we'll deliver an original certificate of destruction by the hygiene department and a minute from the police for this destruction.

NB -All Fees will have to be paid upfront at the time of the deposit of the request.
-Incomplete files or requests will not be accepted.

PROCEDURE NO.X:

- PROCEDURES FOR ACCESS CARDS (Port of Djibouti, Airport and Free Zone):

- *A written request from the company for the access cards and to specify the type of card they're applying for*
- *To fill the necessary form for the Port of Djibouti and Free zone (available at the DPFZA) as to the Airport doesn't have a form.*
- *Please hand in your Free Zone Access card request to the Management of the Djibouti Free Zone (DFZ) directly as well as the payments.*

Charges:

Port of Djibouti Access card:

- *persons: 6000 DJF*
- *Cars: 1000 DJF*

Airport of Djibouti: 7000 DJF

- *Cars: 2000 DJF*

Free Zone: 9000 DJF (to be applied directly to the DFZ management)

Additional information is available on the forms.

NB -All Fees will have to be paid upfront at the time of the deposit of the request.

-Incomplete files or requests will not be accepted.

PROCEDURE NO.XI:

- PROCEDURE FOR DELIVERANCE OF SIM CARDS:

1. *Written request for the deliverance of SIM card.*
2. *Address the request to the Director of the Djibouti Ports and Free Zones Authority*
3. *Specify in the request the number of cards required*

CHARGES:

- SIM CARD SERVICE CHARGE: *11, 500 DJF/ per card*

- Please allow three days for deliverance of this card.

NB -All Fees will have to be paid upfront at the time of the deposit of the request.
-Incomplete files or requests will not be accepted.

PROCEDURE NO.XII:

- **PROCEDURES FOR CANCELLATIONS OF APPLICATIONS IN GENERAL** (*exceptions may occur like visas cancellation, see visa section*):

The client should do this in writing as if he/she is requesting a visa (for example), but instead it's a cancellation of the visa requested. Any request for cancellation of any application, the DPFZA should charge **50 USD** in addition to the actual charges of the original request. This should be applied to all the services.

NB -All Fees will have to be paid upfront at the time of the deposit of the request.
-Incomplete files or requests will not be accepted.

- *This document is the main source for all procedures related to the One Stop Shop, and it should be followed by all the employers, contractors, subcontractors and employees working at the Djibouti Free Zone and any other location specified by the DPFZA .*
- *Even though the Djibouti Ports and Free Zones Authority (DPFZA) did include all the principal activities of the One Stop Shop, but new procedures for new activities or even new procedures for present activities could be added when judged necessary. Updates will be sent via e-mail, mail or fax to the different companies operating at the Djibouti Free Zone for any changes in regards to these procedures.*

Approved and signed by the:

Date:

Director of the Djibouti Ports and Free Zones Authority
Mrs. Zeinab Kamil ALI

